

Sully Buttes High School

iPad Policies, Procedures, and Information Handbook
&
Student Acceptable Use Policies

2015-2016

Sully Buttes High
School
iPad Policies, Procedures, and Information
2012-2013

The focus of the iPad program at Sully Buttes High School is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future, and one of the learning tools of these 21st Century students is the iPad computer. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with iPads integrates technology into the curriculum anytime, anyplace.

The policies, procedures and information within this document apply to all iPads used at Sully Buttes High School, including any other device considered by the administration to come under this policy. Teachers may set additional requirements for use in their classroom.

Table of Contents

1. Receiving Your iPad & iPad Check-In	3
1.1 Receiving Your iPad	3
1.2 iPad Check-In	3
1.3 Check-In Fines	3
2. Taking Care of Your iPad	3
2.1 General Precautions.....	3
2.2 Carrying iPads.....	4
2.3 Screen Care.....	4
3. Using Your iPad at School	4
3.1 iPads Left at Home.....	4
3.2 iPad Undergoing Repair	4
3.3 Charging Your iPad's Battery	4
3.4 Screensavers.....	4
3.5 Sound, Music, Games or Programs	5
3.6 Printing	5
3.7 Home Internet Access.....	5
4. Managing Your Files & Saving Your Work	5
4.1 Saving to the iPad/Home Directory	5
4.2 Network Connectivity	5
5. Software on iPads.....	5
5.1 Originally Installed Software	5
5.2 Additional Software	5
5.3 Inspection	6
5.4 Procedure for Re-loading Software	6
5.5 Software Upgrades	6
6. Acceptable Use	6
6.1 Parent/Guardian Responsibilities.....	6
6.2 School Responsibilities	6
6.3 Student Responsibilities.....	7
6.4 Student Activities Strictly Prohibited.....	7
6.5 iPad Care	8
6.6 Legal Propriety	8
6.7 Student Discipline	8
7. Protecting & Storing Your iPad Computer	8
7.1 iPad Identification.....	8
7.2 Storing Your iPad.....	9
7.3 iPads Left in Unsupervised Areas.....	9
8. Repairing or Replacing Your iPad Computer.....	9
8.1 School District Protection.....	9
8.2 Claims	10
9. Cost of Repairs.....	10
10. iPad Protection Plan (parent signature required)	11
11. Student Pledge for iPad Use (parent signature required).....	12
12. Beresford AUP for E-mail (parent signature required)	14
13. Beresford AUP (parent signature required).....	18

1. Receiving Your iPad & Check-In

1.1 Receiving Your iPad

iPads will be distributed each fall during iPad Orientation. Parents and students must sign and return the Sully Buttes Acceptable use policy before the iPad can be issued. The iPad Protection Plan outlines the requirements for obtaining the iPad.

1.2 iPad Check-In

iPads will be returned during the final week of school during student checkout so they can be examined for serviceability (this also applies to district issued equipment –iPad case and iPad accessories). If a student transfers out of the ABO School District during the school year, their iPad will be returned at that time.

1.3 Check-In Fines

Individual school iPads and accessories must be returned to the Sully Buttes School at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Sully Buttes School for any other reason must return their individual school iPad on the date of termination. If a student fails to return the iPad at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability. The student will also pay the cost of the iPad, or, if applicable, any insurance deductible. Failure to return the iPad will result in a theft report being filed with the Sully County Police Department.

Furthermore, the student will be responsible for any damage to the iPad, consistent with the District's iPad Protection Plan and must return the iPad and accessories in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad as outlined by the Protection Plan's fine table.

2. Taking Care of Your iPad

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the Library for an evaluation of the equipment.

2.1 General Precautions

- The iPad is school property and all users will follow this policy and the Acceptable Use Policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPad and case must remain free of any writing, drawing, stickers, or labels that are not the property of the ABO School District.
- iPads must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day.
- Students must keep their iPad in the protective case, provided by the school, at all times.

2.2 Carrying iPads

The protective cases provided with the iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- iPads must always be within the protective case.
- Some carrying cases (i.e. backpacks) can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the iPad screen.

2.3 Screen Care

The iPad screens can be damaged if subjected to rough treatment. The **screens are particularly sensitive to damage** from excessive pressure on the screen.

- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

3. Using Your iPad at School

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad computer. Students must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

3.1 iPads Left at Home

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. If a student repeatedly (three or more times as determined by any staff member) leaves their iPad at home, they will be required to “check out” their iPad from Mr. White or other staff for an extended amount of time. The amount of time is left up to the administration.

3.2 iPad Undergoing Repair

Loaner iPads may be issued to students when they leave their iPads for repair in the Library. There may be a delay in getting an iPad should the school not have enough to loan.

3.3 Charging Your iPad’s Battery

iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. Repeat violations (minimum of three days – not consecutively) of this policy will result in students being required to “check out” their iPad from Mr. White or other staff for an extended amount of time. The amount of time is left up to the administration.

In cases where use of the iPad has caused batteries to become discharged, students **may** be able to connect their iPads to a power outlet in class.

3.4 Screensavers

- Inappropriate media may not be used as a screensaver or background photo.

- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in disciplinary actions.

3.5 Sound, Music, Games or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Internet games are not allowed on the iPads. If game apps are installed, it will be with Sully Buttes School staff approval.
- All software/apps must be district provided. Data storage will be through apps on the iPad and email to a server location.

3.7 Home Internet Access

Students are allowed to set up wireless networks on their iPads. This will assist them with iPad use while at home. Printing at home will require a wireless printer, proper settings on the iPad, and the correct app.

4. Managing Your Files & Saving Your Work

4.1 Saving to the iPad/Home Directory

Students may save work to their South Dakota department of Education email accounts or use an online server inside My Big Campus / Google Docs. Students work will not automatically be backed up to the My Big Campus or Google Docs server they will be responsible for backing up their own work. It is their responsibility to ensure that work is not lost due to mechanical failure or accidental deletion for the iPad. iPad malfunctions are not an acceptable excuse for not submitting work on time.

4.2 Network Connectivity

The ABO School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

5. Software on iPads

5.1 Originally Installed Software

The software/apps originally installed by ABO School District must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from iPads at the completion of the course.

5.2 Additional Software

Students are not allowed to load extra software/apps on their iPads. Sully Buttes School will synchronize the iPads so that they contain the necessary apps for school work.

Students will not synchronize iPads or add apps to their assigned iPad to include home syncing accounts.

5.3 Inspection

Students may be selected at random, or from information provided by ABO staff or other students. Inspections are to inspect the iPad for added apps or other material that were not provided by the ABO School district.

First offense – Student will receive 2 weeks of Lunch Detention.

Second offense – Student loses lunch privileges for the remainder of the school year.

5.4 Procedure for Re-loading Software

If technical difficulties occur or illegal software or non-Sully Buttes School installed apps are discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

5.5 Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates and syncing.

6. Acceptable Use

Insert our policy

7. Protecting & Storing Your iPad Computer

7.1 iPad Identification

Student iPads will be labeled in the manner specified by the school. iPads can be identified in the following ways:

- Record of serial number and correlated asset tag.
- Sully Buttes School label.

7.2 Storing Your iPad

When students are not using their iPads, they should be stored in their school-issued lockers. The ABO School District recommends the students use the lock provided on their school-issued lockers to secure and store their iPads. Nothing should be placed on top of the iPad when stored in their locker. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. iPads should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store their iPad, they may check it in for storage with Mr. White.

Do NOT leave your iPad in a place that is experiencing extreme hot or cold conditions (i.e. car in summer or winter). Extreme heat will damage the unit itself. Extreme cold will cause severe screen damage.

7.3 iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the office. Violations may result in loss of iPad privileges and/or other privileges.

8. Repairing or Replacing Your iPad Computer

8.1 School District Protection

The ABO School District Protection Plan is required to cover iPad repairs or replacement in the event of theft, loss, accidental damage, or maintenance.

Fine Table

Issue	Accidental iPad Issue Cost	
	First incident	Second incident
Broken Screen		
Cost	\$50	\$100
Lost/ Stolen	If iPad is lost or stolen the cost of the iPad will be \$500. The fee may be waved or reduced after a meeting with the ABO administration; depending on the circumstances of the incident. A police report must be proved before the administration will have a meeting about the stolen or lost device.	
Charger cord missing or damaged	\$25	
iPad Case Damage (Beyond Normal wear and tear)	Must be replaced damage \$65	

*In cases of theft or loss, students or parents must file a police report or pay the price owed to the school. Before the student will receive a replacement .

**Intentional destruction entails loss of iPad (or accessory) functionality due to deliberate student destruction of iPad device or district-issued accessory (determined on a case-by-case basis).

If students or parents wish to carry their own additional personal insurance to protect the iPad in cases of theft, loss, or accidental damage, they should consult their insurance agent for details about their personal coverage of the iPad computer. Most insurance companies will require a rider for electronics and only provide so much coverage and generally a higher deductible.

8.2 Claims

All protection plan claims for accidental damage and maintenance must be reported and filed with the high school principal. In cases of theft or loss, students or parents must file a police or fire report and bring a copy of the report to the principal's office before an iPad can be replaced with the School District Protection Plan.

9. Cost of Repairs

Students will be responsible for damages to their iPads including, but not limited to, broken screens, cracked plastic pieces, inoperability, etc. Depending on the damage and whether or not the damage was accidental or due to a malfunction or maintenance issue, the School District Protection Plan would be used to cover the cost of repairs. In the case of intentional damage and/or neglect, should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value.

ABO School District
Student Pledge for iPad Use

- I will take good care of my iPad.
- I will never leave my iPad unattended.
- I will never loan out my iPad to other individuals.
- I will know where my iPad is at all times.
- I will charge my iPad's battery daily.
- I will keep food and beverages away from my iPad since they may cause damage to the device.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will protect my iPad by only carrying it while in the case provided.
- I will use my iPad in ways that are appropriate, meet ABO School District expectations, and are educational.
- I will not place decorations (such as stickers, markers, etc.) on my iPad or provided case; I will not deface the serial number iPad sticker on any iPad.
- I understand that my iPad is subject to inspection at any time without notice and remains the property of the ABO School District.
- I will follow the policies outlined in the *Acceptable Use Policy* while at school, as well as outside the school day.
- I will file a police report in case of theft, vandalism, and other acts covered by insurance as well as report to the ABO School District.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the iPad, case and power cords in good working condition.

ABO School District Acceptable Use Policy for Student E-mail

It is the policy of the ABO School District that student e-mail will be used in a responsible, legal and ethical manner. Failure to do so will result in the termination of e-mail privileges for the user.

Users of the student e-mail system are responsible for their use of the e-mail. The use of the e-mail must be in support of education and research and must be consistent with academic actions of the ABO School District and will be under the supervision of ABO School District staff and faculty. These policies regarding use of Beresford School District resources are in effect both inside and outside of the school environment and for the duration of a student having a Beresford School District State email account.

A responsible e-mail user will:

- NOT transmit any inappropriate pictures, images, videos or audio (e.g. pornography, graphic violence, etc.).
- Report to school officials any email containing pictures, images, videos or audio (e.g. pornography, graphic violence, etc.).
- Use language that is considered appropriate.
- Be polite.
- Send information that other users will not find offensive.
- Keep his/her email password private and NOT share it with other students.
- Never reveal personal information about any user such as address, telephone number, credit card numbers, social security number, etc.
- Not use email to share answers to exams and assignments with other students.

A responsible e-mail user must be aware that:

- Use of the e-mail is a PRIVILEGE, not a RIGHT.
- E-mail is not guaranteed to be private. The content of all email messages and attachments sent, received and deleted are archived and are easily retrieved. There should be no expectation of privacy in anything created, sent, received or stored using school resources.
- Violation of this policy will result in the possible loss of e-mail privileges.
- Persons issued an account are responsible for its use at all times.
- During school hours, email may only be accessed during study halls or under teacher supervision.

School email may NOT be used for the following:

- Any type of harassment of an individual or organization.
- For personal gain (Financial or otherwise to make a profit.)
- Chain letters (e.g., any communication which requests or demands the recipient forward the message to one or more individuals)
- "Get rich quick" or "pyramid schemes"
- Deliberate acts associated with denying, interfering with, or disrupting networking or email service of the ABO School District or that of any other agency.
- Attempts to perform mass mailings.
- Any unlawful activity.
- To deliberately alter or attempt to conceal their true return email address, or the origination location of the message.
- To deliberately set forth to interfere with the reception of e-mail by an individual.

- To deliberately set forth to intercept or receive, and/or view another individual's e-mail without that user's consent.

ABO School District email incorporates a virus scanning system and spam filter to help protect students from email propagated viruses and excessive junk-mail. Beresford School District takes a best-effort approach to ensure that students will not be affected by viruses in their provided email accounts and filters all received and sent email content for offensive and excessive junk mail.

ABO School District does not; however, take responsibility for any data corruption, destruction of electronics, loss, or any other liability for the use of a student's email account resulting from an email virus or activity of a student account.

Student email accounts will be deleted three months after student graduation or upon the student leaving the district.

(Please sign and return the form below to the district office.)

ACCEPTABLE USE POLICY FOR Student E-mail

It is the policy of ABO School District that students will use technology to access electronic networks, including the e-mail, in a responsible, legal, and ethical manner. Failure to do so may result in the loss of e-mail privileges for the user, disciplinary action, or prosecution under federal or state law.

I have read and understand the Student E-mail Acceptable Use Policy for ABO School District. I understand that use of the e-mail in school is a privilege, not a right. By signing below, I give my child permission to gain access to an e-mail account for school use.

Guardian Signature: _____ Date: _____

STUDENTS MUST SIGN THE STATEMENT BELOW REGARDING E-MAIL USE:

I understand and agree to adhere to the behaviors outlined in the ABO School District student e-mail acceptable use policy. I understand that any violation of this policy may result in the loss of e-mail privileges, disciplinary action, or prosecution under federal or state law.

Student Signature: _____ Date: _____

Student Name (print): _____ Grade: _____

